

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814



February 20, 1976

ALL-COUNTY LETTER NO. 76-33

TO: COUNTY WELFARE DIRECTORS
WELFARE FISCAL OFFICERS

OBSOLETESuperseded by ACL 77-15Issued 3-17-77

SUBJECT: ESTIMATING AND BUDGETING ADMINISTRATIVE COSTS

REFERENCE:

My letter of January 30, 1976, requested county input to the new estimating and budgeting system for county administrative costs in the AFDC and Food Stamp programs. We have received a great deal of input from the CWDA Fiscal Committee as well as other county participants in the February 10, 1976 Fiscal Committee meeting. We have incorporated all the suggestions made by this group into the attached questionnaire, which will be used for estimating county administrative costs. I am sure you are aware that this is the first time that the Department of Benefit Payments has attempted to budget on an individual county-by-county basis and we appreciate the input provided by all counties.

The attached questionnaire will be the device for the counties to provide input to the department on their needs for FY 1976/77. In order for the department to be able to gather the data from all 58 counties and for the data to be put into the system, all questionnaires must be received by DBP with a postmark of no later than March 15, 1976. The following three points must be adhered to when providing all data within the questionnaire so that consistency may be maintained for all counties:

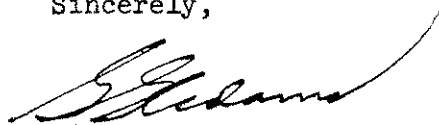
1. Increases in FY 76/77 are to be based on the amount actually claimed in FY 74/75, not the amount budgeted.
2. Include no cost-of-living provisions for salaries or other areas in FY 76/77, as the department will be using a standard cost-of-living factor for all counties.
3. DBP staff has completed some of the FY 74/75 data on the questionnaire. If there is any doubt about this data, please contact CAEC prior to completing the form.

The department will be concentrating its efforts in this estimating and budgeting system on those counties that were frozen at the 1974/75 level and whose activity rates were in excess of tolerance as required by the Cost Control Plan. An example of this is a county that carried 135 continuing cases per worker in 1974/75 while the upper tolerance limit was 119 cases per worker. The same concept will be applied in the area of intake costs, support costs, and the NAFS Program.

Those counties that do not feel a need to move from their 1974/75 levels of activity and support costs simply may indicate such in a letter to the department or on the questionnaire and the estimating and budgeting system will automatically provide increases for caseload and cost of living. For those counties that do plan to move from 1974/75 levels, the questionnaire must be completed.

In order to insure consistency in responses to all counties, the following individuals will answer all questions regarding the estimating and budgeting system. If you have any questions, please do not hesitate to contact Paul Williams, Charlie Kjer, or Bob Hing at 916/322-5802.

Sincerely,



GARY G. ADAMS
Deputy Director

Attachment

cc: CWDA

County _____ Contact Person _____ Title _____

Telephone _____

Director's Signature _____

COST CONTROL IMPACT QUESTIONNAIRE

It is imperative that you answer each of the following questions as completely as possible. Answers to these questions will be considered when your allocations in AFDC and NAFS for FY 1976/77 are determined. When answering questions about FY 1976/77 projections, do not include any budgeted county cost-of-living increases. All questions which ask for increases or decreases in FY 1975/76 and FY 1976/77 are to be answered using FY 1974/75 actual expenditures as the base. If you have any concerns or questions, please contact Charles Kjer, Paul Williams or Bob Hing at 916/322-5802.

I. STAFF

A. AFDC STAFF DISTRIBUTION

Complete the matrix below. All increases and decreases must be compared using FY 74/75 as the base. Include all personnel who time study to the AFDC Program.

		FY 1974/75	FY 1975/76 Compared to FY 1974/75			FY 1976/77 Compared to FY 1974/75 ^{6/}			
Classification	Monthly Average Staffing Level ^{1/}	Net Monthly Average Increase or (Decrease)	Justification ^{2/}			Net Monthly Average Increase or (Decrease)	Justification ^{4/}		
			Changes in Caseload	Changes in Activity per Worker	Other ^{3/}		Changes in Caseload	Changes in Activity per Worker	Other ^{5/}
1	2	3	4	5	6	7	8	9	10
I N T A K E	EW								
	SUP								
C O N T.	EW								
	SUP								
Q / C	EW								
	SUP								

^{1/} FY 1974/75 Cumulative WACC Report \div 12.

^{2/} Changes in Columns 4, 5 and 6 must equal net change in Column 3.

^{3/} Identify Other changes in the space below.

^{4/} Changes in Columns 8, 9 and 10 must equal net change in Column 7.

^{5/} Identify Other changes in the space below.

^{6/} Do not include CETA Personnel.

Other changes: _____

B. NAFS STAFF DISTRIBUTION

Complete the matrix below. All increases and decreases must be compared using FY 74/75 as the base. Include all personnel who time study to the NAFS Program.

		FY 1974/75	FY 1975/76 Compared to FY 1974/75			FY 1976/77 Compared to FY 1974/75 ^{6/}			
Classification			Net Monthly Average Increase or (Decrease)	Justification ^{2/}			Net Monthly Average Increase or (Decrease)	Justification ^{4/}	
				Changes in Caseload	Changes in Activity per Worker	Other ^{3/}		Changes in Caseload	Changes in Activity per Worker
1		2	3	4	5	6	7	8	9
I N T A K E	EW								
	SUP								
C O N T.	EW								
	SUP								
Q / C	EW								
	SUP								
Total Staff		^{1/}							

^{1/} FY 1974/75 Cumulative WACC Report (Total of EW and EW supervisors) ÷ 12.

^{2/} Changes in Columns 4, 5 and 6 must equal net change in Column 3.

^{3/} Identify Other changes in the space below.

^{4/} Changes in Columns 8, 9 and 10 must equal net change in Column 7.

^{5/} Identify Other changes in the space below.

^{6/} Do not include CETA Personnel.

Other changes: _____

C. How many permanent part-time EW's do you have in FY 1975/76? (Part-time EW's are on permanent status, but work less than full time.)

AFDC _____ NAFS _____

D. How many intermittent EW's do you use or plan to use in FY 1975/76? (Intermittent EW's are all other EW's who are not permanent full time or permanent part time.)

AFDC _____ NAFS _____

- E. List the monthly average of eligibility workers, social services workers, child support workers, and their supervisors who time study. Identify in full-time equivalents.

	Eligibility Workers	Social Service Workers	Child Support Workers
FY 1974/75	_____	_____	
FY 1975/76	_____	_____	_____
FY 1976/77	_____	_____	_____

F. CETA

Complete the following matrix with the average monthly number of CETA personnel in each function. When completing the last column assume that the CETA Program will end June 30, 1976.

	FY 1974/75	FY 1975/76	CETA Personnel You Plan to Hire to Full-Time Budgeted Positions Effective July 1, 1976
AFDC Intake			
AFDC Cont.			
AFDC Q.C.			
NAFS Intake			
NAFS Cont.			
All Other			
Eligibility Programs			
Social Service Programs			
Support Pool			
Total			

- G. Are you planning to increase or decrease the monthly average number of filled positions in your Administrative and Clerical Support Pools in FY 75/76 as compared to FY 74/75? (Administrative and clerical salaries DFA 325.1 Group II A1 and A2)

Number of filled positions increased _____/decreased _____

Reason for increase/decrease _____

- H. Are you planning to increase or decrease the monthly average number of filled positions in your Administrative and Clerical Support Pool in FY 76/77 as compared to FY 74/75? (Administrative and clerical salaries DFA 325.1 Group II A1 and A2)

Number of filled positions increased _____/decreased _____

Reason for increase/decrease _____

- I. What was/will be the dollar (\$) cost for overtime.

	EW and EW Supervisors	Administrative Support	Clerical Support
FY 1974/75	\$ _____	\$ _____	\$ _____
FY 1975/76	\$ _____	\$ _____	\$ _____
FY 1976/77	\$ _____	\$ _____	\$ _____

- J. Are you planning to increase or decrease the average monthly number of filled social worker positions in Social Services programs in FY 75/76 as compared to FY 74/75? (Allocable Social Services DFA 325.1 Group I A.)

Number of filled positions increased _____/decreased _____

- K. Are you planning to increase or decrease the average monthly number of filled social worker positions in Social Services programs in FY 76/77 as compared to FY 74/75? (Allocable Social Services DFA 325.1 Group I A.)

Number of filled positions increased _____/decreased _____

- L. How many pay periods do you have per quarter?

	1st qtr.	2nd qtr.	3rd qtr.	4th qtr.
FY 1975/76	_____	_____	_____	_____
FY 1976/77	_____	_____	_____	_____

II. SPACE (DFA 325.1 Group II B 1)

- A. Do you anticipate any increase or decrease in space costs in FY 1975/76 as compared to FY 1974/75? _____ Yes
_____ No

\$ Percentage increase _____ % \$ Percentage Decrease _____ %

Dollar Increase \$ _____ Decrease \$ _____

Why? _____

- B. Do you anticipate any increase or decrease in space costs in FY 1976/77 as compared to FY 1974/75? _____ Yes
_____ No

\$ Percentage increase _____ % \$ Percentage Decrease _____ %

Dollar Increase \$ _____ Decrease \$ _____

Why? _____

III. TRAVEL AND OTHER OPERATING COSTS (cars, equipment, postage, etc.)
(DFA 325.1 Group II A 3 and Group II B)

- A. Did you have any expenses in FY 74/75 which will not occur in FY 75/76? Yes _____ No _____

Total cost for items \$ _____

Reason for expenses: _____

- B. Did you have any expenses in FY 74/75 which will not occur in FY 76/77? Yes _____ No _____

Total cost for items \$ _____

Reason for expenses: _____

- C. In FY 75/76, have you or are you planning any expenses which did not occur in FY 74/75? Yes _____
No _____

Total cost for items \$ _____

Reason for expenses: _____

- D. In FY 76/77, are you planning any expenses which did not occur in FY 74/75? Yes _____ No _____

Total cost for items \$ _____

Reason for expenses: _____

IV. EDP (Include direct or memo billed EDP and A87 EDP) (DFA 325.1 Group II C4 and 5)

- A. Are you experiencing an increase or decrease in CWD EDP costs in FY 1975/76 as compared to FY 1974/75? _____ Yes
_____ No

\$ Percentage Increase _____ % \$ Percentage decrease _____ %

Dollar Increase \$ _____ Decrease \$ _____

Why? _____

- B. Are you anticipating an increase or decrease in CWD EDP costs in FY 1976/77 as compared to FY 1974/75? _____ Yes
_____ No

\$ Percentage Increase _____ % \$ Percentage Decrease _____ %

Dollar Increase \$ _____ Decrease \$ _____

Why? _____

- C. Is CWD EDP being utilized in your Child Support Program in FY 1975/76? _____ Yes _____ No
- D. Will CWD EDP be utilized in your Child Support Program in FY 1976/77? _____ Yes _____ No
- E. What date will the EDP Social Services Reporting System be effective in your county? _____
- F. Do you anticipate any major EDP feasibility studies, expansion, or programming changes in FY 1975/76 as compared to FY 1974/75? _____ Yes _____ No

\$ Percentage Increase _____%

Increased Dollar Cost \$ _____

Has a plan been submitted to DBP for approval? _____ Yes
_____ No

Do you have DBP approval? _____ Yes _____ No

- G. Do you anticipate any major EDP feasibility studies, expansion, or programming changes in FY 1976/77 as compared to FY 1974/75? _____ Yes _____ No

\$ Percentage Increase _____%

Increased Dollar Cost \$ _____

Has a plan been submitted to DBP for approval? _____ Yes
_____ No

Do you have DBP approval? _____ Yes _____ No

V. A-87 (Other than space and EDP) (DFA 325.1 Group II C I)

- A. Are you experiencing an increase or decrease in CWD A-87 costs (other than space and EDP) in FY 75/76 as compared to FY 74/75? Yes _____ No _____

\$ Percentage Increase _____% \$ Percentage Decrease _____%

Dollar Increase \$ _____ Decrease \$ _____

Reason: _____

VI. DIRECT COSTS (DFA 325.2 Group III B)

A. AFDC Program

On a monthly average, how many welfare fraud investigators (including supervisors) did you direct charge to the AFDC Program in FY 74/75? _____

Projected in FY 75/76? _____

Projected in FY 76/77? _____

B. NAFS Program

On a monthly average, how many welfare fraud investigators (including supervisors) did you direct charge to the NAFS Program in FY 74/75? _____

Projected in FY 75/76? _____

Projected in FY 76/77? _____

C. Food Stamp Issuance Costs

Complete the following matrix showing the total cost and cost per transaction for each of your methods of issuance.

Method	FY 1974/75		FY 1975/76		FY 1976/77	
	Total Cost	Cost per Transaction	Total Cost	Cost per Transaction	Total Cost	Cost per Transaction
Contracted over-the-counter						
Internal over-the-counter						
PAW						
Direct Mail						
Total Cost						

VII. OTHER CONSIDERATIONS

List and fully explain any other costs or changes which your county feels should be considered when your allocations are determined (attach additional sheets as necessary).

Applicable to FY 1975/76:

Applicable to FY 1976/77:
